

## **Addendum to Licensing Information Booklet For Multiple Dwelling Inspection Program**

If you are claiming an exemption to the rules for licensing as an Inspector of Hotels and Multiple Dwellings and/or as a Housing Code Official, based upon current government service in an equivalent title you must provide substantial proof of your status to this office.

If your claim relates to Inspector of Hotels and Multiple Dwellings, you must provide a brief, yet comprehensive description of your duties on Form "A" in your application packet, as they relate to the inspection of multiple dwellings. That description must also be accompanied by a positive certification to said duties through an official and notarized letter of documentation from your employer.

If your claim (also) relates to Housing Code Official duties, you must also provide a brief, yet comprehensive description of your duties on Form "A" in your application packet, as they relate to the administration of an agency performing inspections of multiple dwellings. That description must also be accompanied by a positive certification to said duties through an official and notarized letter of documentation from your employer.

Please be advised that the letter of documentation from your employer must be on official letterhead, notarized and written by an individual authorized to make such a certification, such as a department head, personnel officer, business administrator, town manager or mayor. A sample letter is attached hereto that assumes the candidate is responsible for both the inspection of multiple dwelling and the administration of a multiple dwelling inspection program.

Finally take note that under certain circumstances we may require additional documentation of your title and/or duties if the equivalency is not apparent.

## SAMPLE LETTER

### BOROUGH OF NORTHVALE

777 Somerset Avenue  
Northvale, New Jersey 07077

March 6, 2002

Mr. John A. Delesandro, Supervisor  
Multiple Dwelling Inspector Licensing & Training  
Bureau of Code Services  
New Jersey Department of Community Affairs  
PO Box 816  
Trenton, New Jersey 08625-0816

Dear Mr. Delesandro:

This is to certify that Mr. James Clark has been employed by the Borough of Northvale from June 10, 1996 to the present time, in the position of Housing Official. He was, and still is, a full time employee in that title. (If part time, indicate work hours per week.)

In his position he was responsible for both the inspection of multiple dwellings and the administration of the multiple dwelling inspection program for the Borough. **A brief explanation of your duties relevant to both inspection and administration, as well as a reference to the law(s)/regulation(s) enforced must be also be included here.**

Very truly yours,

Theodore Banks  
Borough Administrator

NOTARY AUTHORIZATIONS MUST INCLUDE:  
"Subscribed and sworn to before me this day/month/year"  
Printed Name of Notary  
State from which Notary is Commissioned  
Date of Commission Expiration  
Authorized Signature of Notary  
Notary Seal